

Disaster and Emergency Preparedness Checklist

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Introduction

Our organization and the clients we serve have a global reach. What happens to operations overseas, directly impacts our business domestically and requires attention to a diverse and spectacular scenery of economies. For our business to operate successfully, we must incorporate emergency preparedness and planning activities into our daily business routine. For the sake of our clients (internal/external) we must be prepared to respond to emergencies and disasters of all types.

Disasters (be it natural, manmade) often cause organizations to move or cease operation temporarily. In the case of the 2020 Coronavirus epidemic, we've witnessed substantial economic and personal hardship. We must be aware that many businesses could be forced to close after such emergencies and could never reopen at all.

Thorough planning for the safety and survival of our business, employees, clients and community is essential to increase our chances for recovery. Thanks to the help from credible organizations, statements, resources, statements and careful planning, we've created this Disaster and Emergency Preparedness Checklist to help us get started on a plan to prepare our business should an emergency happen.

Vulnerability

Our business operations is vulnerable to these and other serious emergencies:

- Fire
- Tornado
- Hurricane
- Earthquake
- Volcano
- Snowstorm
- Contagious disease/viral epidemics
- Act of terrorism/cyber attack
- Robbery
- Lost person
- Building/structure collapse
- Entrapment or rescue (machinery, water, high angle)
- Nuclear power
- Severe storm or flooding
- Hazardous materials
- Electrical or utility outage

Strategy

Effective planning includes these activities:

- Identify our vulnerabilities and capabilities
- Develop plans for response, resumption and relocation
- Locate and if need be, identify/assemble emergency supplies and response kits
- Copy and arrange important data for off site storage
- Review insurance coverage
- Deploy or have succession plan in place, should leaders be impacted by emergency or are unable to lead
- Inform and train staff of plan
- Execute plans

EMERGENCY PLANNING CHECKLIST

- ❖ Identify vulnerabilities and threats
 - Identify the emergency that may impact the business
 - Call 911 in the event of an immediate emergency
 - Contact insurance provider
 - Inform emergency contacts
 - Evaluate the damage that it may or has already cause; take photos, document and conduct analysis on the impact it has on business.
 - Prepare or locate plan for response, resumption and relocation
 - Consider the threat of a cyber-attack, be it business and/or personal
- ❖ List your company's capabilities and resources for responding to emergencies
 - Identify key personnel skills (first aid, multiple languages, crisis management)
 - Identify key resources (ie CDC, insurance provider, vendors and other resources that will be helpful in business resumption)
 - Inventory supplies that may be useful following an emergency
 - Review plan for response, resumption and relocation
- ❖ Determine emergency shelter points, evacuation routes and response
 - Identify primary and alternate routes out of the building
 - Identify multiple shelter points
 - Choose an assembly area nearby but away from potential danger
 - Establish procedures for employees to check in and be accounted for after an emergency
 - Deploy remote work policy for business resumption/relocation
- ❖ Plan for the effective use of your staff
 - Establish an emergency management station, like a Incident Command System¹
 - Designate key staff as emergency coordinators; provide response roles for all staff
 - Encourage employee personal and household preparedness

¹ The Incident Command System, or ICS, is a commonly used management tool consisting of procedures for organizing personnel, facilities, equipment, and communications at the scene of an emergency. For details, see <http://teams.fema.gov/dmat/resource/ICS/>

- ❖ Establish a notification plan and emergency contact list
 - Maintain up to date contact information on employees, vendors, major customers, creditors, insurance company, building owner/manager, etc.
 - Display the location and number of the nearest police, fire, and medical emergency services
 - Designate a phone or web-based solution for staff to use to check in after an emergency
- ❖ Plan for emergency assistance and support to employees
 - Consider financial assistance such as small business loans, cash advances or salary continuation
 - Offer reduced or flexible work hours
 - Provide crisis counseling, day care and other needed services
- ❖ Business resumption plan
 - Prepare a list of equipment, supplies, forms and other items needed to ensure business continuity
 - Identify alternate sites for relocation of the business (ie alternative building, home...)
 - List key customers/clients, vendors, creditors, etc. that need to be notified in the event of a move and provide them with frequent updates
 - Consider establishing a telecommuting system to allow employees to work from home while relocation or reconstruction of business facilities occurs
- ❖ Set up an emergency training plan
 - Orient employees to specific business resumption and recovery plans
 - Offer staff training in first aid and CPR to all employees
 - Provide key staff training on how, when to turn off utilities and lock down office
 - Contact local emergency services to schedule further training for staff
- ❖ Plan for the protection of important business data and records
 - Schedule daily backups of electronic data
 - Arrange for offsite storage of data and copies of key records. Key records includes such things as electronic data, employee contact information, key suppliers, major customers, creditor/bank information, insurance information, building site maps, etc.
 - Keep rosters and important business records up to date
- ❖ Develop an emergency communications plan
 - Determine who will have communication needs – off site employees, emergency responders, vendors
 - Assess primary and alternate communication systems – cell phones, pagers, radios, the internet
 - Identify employees with amateur radio licenses and equipment
- ❖ Plan for emergency leadership succession
 - Determine who will take over key leadership roles in the company in the event that current leaders are affected by the emergency to ensure continuity in the business

EMERGENCY PREPAREDNESS CHECKLIST

- ❖ Protect critical electronic systems
 - Install uninterruptible power supplies and surge protectors on key circuits
 - Install antivirus software on computers and networks
 - Install firewall software on networks
 - Frequently monitor security systems
 - Update system protection software regularly
- ❖ Assemble and store emergency supplies (see FEMA resource)
 - First aid kit, sized for the business
 - Portable radio/TV and extra batteries
 - Flashlights or lanterns and extra batteries
 - Work gloves and protective clothing
 - Emergency response tools (ie fire extinguishers)
 - Emergency food and water
 - Sanitation supplies
 - Blankets
 - Dust masks
 - Plastic sheeting, tarps, duct tape
 - Two-way handheld radios for emergency communication
- ❖ Implement appropriate structural and non-structural hazard mitigation actions
 - Install fire sprinklers
 - Secure cabinet doors with safety latches
 - Fasten tall bookcases, cabinets and large hanging objects to walls
 - Secure free standing shelving units, and make sure objects on shelves will not shake loose and fall
 - Use hook and loop fasteners to keep computers, cash registers and other valuable items from falling
 - Identify areas of potential flooding
 - If needed, upgrade the seismic safety of building structures
- ❖ Provide for emergency backup power and lighting
 - Install a fixed or portable generator powered by diesel, gasoline, propane or natural gas
 - Consider a small inverter to provide AC/DC power to a device from a battery or vehicle engine
 - Install battery powered emergency lighting
- ❖ Assemble building site maps and floor plans with the following information identified
 - Stairways, exits and fire escapes
 - Utility valves and shutoffs – electric, gas, water, heating and air conditioning
 - Fire hydrants and standpipes
 - Fire extinguishers
 - Hazardous materials
 - Locked or restricted areas

- ❖ Review insurance coverage
 - Review current policies and amount of coverage for loss
 - Identify coverage gaps – earthquake, flood, etc.
 - Identify records required by the insurer in the event of a disaster
 - Assess coverage for business resumption and relocation, payroll, lost income, emergency expenses

- ❖ Conduct regular exercises with employees and modify plans and procedures as necessary
 - Evacuation and assembly
 - Fire evacuation
 - Notification and employee contact
 - Tabletop exercises to test various scenarios and plans
 - Emergency communications

Disaster Planning Resources

Special recognition to Ready.Gov, City of San Francisco & APEC for building framework of this guide

- Ready.Gov
 - Make a Plan: <https://www.ready.gov/plan>
 - Business Continuity Plan: <https://www.ready.gov/business-continuity-plan>
 - Emergency Plan: <https://www.ready.gov/business/implementation/emergency>
- FEMA
 - Protect your business: <https://www.fema.gov/protecting-your-businesses>
 - Safe Rooms and Shelters: <https://www.fema.gov/media-library/assets/documents/4498>
 - Food & Water: <https://www.fema.gov/pdf/library/f&web.pdf>
 - Recovery Plan: https://www.fema.gov/media-library-data/1471541133115-7b8adfccfaf6ea8a470710d68fcb5c90/Overview_of_FIOPs_081816.pdf
- OSHA
 - Exit Routes: <https://www.osha.gov/laws-regulations/standardnumber/1910/1910SubpartE>
 - Planning Matrix: <https://www.osha.gov/dep/evacmatrix/index.html>
 - Bloodborne Pathogens: <https://www.osha.gov/Publications/osha3186.pdf>
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- Disaster Recovery Journal: www.drij.com
- Workplace Violence: <https://www.dhs.gov/school-and-workplace-violence>
- Natural Disasters: <https://www.epa.gov/natural-disasters>
- Contingency Planning: www.contingencyplanning.com
- American Red Cross: <https://www.redcross.org/>